

CONSTRUCTION CHECKLIST

Project _____

Budget _____

Sq. Ft. Budget _____

Project # _____

Architect

☐ Draft Contract _____

☐ Contract Signed _____

☐ PO Issued _____

Completed by _____ **Date** _____

Construction

☐ Draft Contract _____

☐ Contract Signed _____

☐ Copy of Bond _____

☐ PO Issued _____

Survey's & Testing

☐ Engineer _____

☐ Site Survey & Topographical _____

☐ Inspections & Testing _____

☐ PO Issued _____

Schematic Design

☐ District and public input _____

☐ Physical Facilities staff review _____

☐ Technology staff review _____

Governmental Review

☐ Introductory meeting with city _____

☐ Fee estimate received from city _____

☐ DRC review process completed _____

☐ Plan review approval _____

☐ Conditional use permit issued _____

☐ SP-4 form sent to Office of Education (Architect) _____

☐ SP-5 form sent to Office of Education (Architect) _____

Construction Documents

☐ District approval _____

☐ Physical Facilities staff review _____

☐ Technology staff review _____

CONSTRUCTION CHECKLIST

		Completed by	Date
<input type="checkbox"/>	Plans reviewed by Office of Education		
<input type="checkbox"/>	Independent plan review completed		
<input type="checkbox"/>	Structural peer review completed		
<input type="checkbox"/>	Board of Health review completed		
<input type="checkbox"/>	State Fire Marshall review completed		
Construction			
<input type="checkbox"/>	District approval of subcontractors		
<input type="checkbox"/>	GMP established		
<input type="checkbox"/>	GMP Contract signed		
<input type="checkbox"/>	Pre-Construction Meetings		
<input type="checkbox"/>	Fire Marshall 75% Inspection		
<input type="checkbox"/>	Fire Marshall 100 % Inspection		
Punch List			
<input type="checkbox"/>	CM punch list completed		
<input type="checkbox"/>	Architect/district punch list completed		
<input type="checkbox"/>	Architect/district approval of punch list completion		
Final Documents			
<input type="checkbox"/>	As built drawings received		
<input type="checkbox"/>	As built Autocad disk received		
<input type="checkbox"/>	O&M manuals & warranties received		
Other			
<input type="checkbox"/>	Monthly Inspection reports received	SP 8	
<input type="checkbox"/>	Final Inspection Certificate complete	SP 9	
<input type="checkbox"/>	Certificate of Occupancy complete	SP 10	